

Inclusion Hampshire: Cleaning plan - Autumn term 2020. (September)
Dickson House, London Road, Hook RG27 9DJ

Ensuring high standards of hygiene and cleaning is one of the best ways to reduce the spread of Coronavirus.

Thorough and regular cleaning should take place using household cleaning products.

Inclusion Hampshire takes the safety of staff and learners of the highest priority and has the following cleaning procedures in place.

In house cleaning: (day to day cleaning if all onsite are well, for cleaning advice if someone displays symptoms please see 'Cleaning guidance in the event someone becomes unwell'.)

To ensure standards of cleaning remain high cleaning will take place throughout the day.

Inclusion Hampshire will provide sufficient cleaning products including:

- Detergent
- Disinfectant
- Anti bacterial wipes
- Paper towels
- Cleaning cloths
- disposable gloves and aprons for use whilst cleaning.

Cleaning Schedule:

Before learners arrive:

Wipe of all door handles and touch points throughout the centre - including toilets.

Wipe all tables and surfaces

Wipe of the photocopier after the printing of the day has been completed.

During session:

Windows opened to aid ventilation.

One designated staff member to be responsible for the making of drinks. Food, if required, to only be made during a set time, with the same member of staff responsible for doing this.

Following this a clean of all kitchen surfaces and handles touched to be done by the same member of staff.

Dirty cups, plates and utensils should be washed immediately

Music room:

Windows open to aid ventilation.

Ideally learners to have their own equipment, Items shared by learners should be kept to a minimum and disinfected thoroughly in between use.

Any touch points used excessively such as entrance to toilets.

Before the end of the session:

Prior to the learners leaving, touch points to exit to be cleaned.

After the session:

All the resources allocated to this group to be cleaned and disinfected and put away in their allocated boxes;

- Stationery and laptops.
- Music equipment

All tables and chairs to be wiped down with disinfectant.

All phones to be cleaned.

Touch points, door handles & surfaces to be wiped down

Kitchen area and sink in back room:

All surfaces, door handles to be cleaned and disinfected.

Sink and draining area to be cleaned

All utensils, crockery, cups and glasses to be put away

Any cleaning cloths to be disposed of, and kitchen towels to be taken away for washing.

If there is more than one session taking place in a day, the toilets are to be cleaned i.e. sinks and taps.

At the end of the day:

Thorough clean of all areas

Tables and chairs wiped down with disinfectant

Photocopier and phone wiped down

Toilets cleaned

Kitchen area and sink in back room cleaned and disinfected and all equipment put away

Floors swept/ hoovered and mopped with bleach

Door handles and light switches wiped with disinfectant

Bins emptied outside

Disposal of cleaning cloths, gloves and aprons can be put in the domestic waste, unless someone has displayed symptoms of coronavirus, in this instance please follow 'Cleaning guidance in the event someone becomes unwell'.

Allocation of cleaning tasks to be discussed at the morning briefing to ensure it takes place timely.

Any concerns regarding cleaning or supplies to be passed immediately to Emma Barnard, Office Manager